



*By-Laws of the Holy Name Society  
of  
Saint Charles Borromeo Parish*

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## Forward

The purpose of this document is to define the By Laws of the Holy Name Society of St. Charles Borromeo Parish, Cinnaminson, New Jersey.

There are two known earlier versions of By-Laws dating from 1994 (V1) and 2001 (V2) which are used as a foundation for this newer updated document. Though each earlier document was well written, they were intended for their particular time. Much has changed in secular society and within the Catholic Church since their creation dictating a need to bring these By Laws up to date. Going forward, this document will be labeled as “Version 3”. As stated, the former documents will be referenced while creating this document while in addition, using the “*Officers Handbook-Official Handbook for Parish Holy Name Officers*” of the National Holy Name Society as a reference.

The Holy Name Society By-Laws Version 3 is defined with 2 separate sections:

- The By-Laws of the Parish Holy Name Society that will be used as the guiding document for the defining of Society membership, duties of officers and standing committees for Spiritual Renewal. In addition, the By Laws details the operation of normal business including finances and fund raising.
  - An attached appendix for the definition of social committees, their composition and leadership.
1. Going forward, ***no changes shall be made to the By Laws section of this document by any individual.*** Needed changes to the By Laws section shall be identified and made by quorum of the Advisory Board specifically assembled for the purpose of rewriting the required changes for the By-Laws section. All changes made to this section shall be presented for review and approval by the general membership and final approval of the Ex Officio (Reverend Parish Pastor). (Reference Article XIII Amendments for details)
  2. The attached Appendix A contains details for spiritual, social events and fund-raising activities that by their nature, change according to need. Changes to this section can be made with the approval of the Elected Officers and general membership.

**ARTICLE I**

**Name of the Organization**

- A. This organization will be known as “The Holy Name Society of Saint Charles Borromeo Parish”.
  
- B. The Parish Charter was granted by the Dominican Order on the ninth day of September, 1961.

**ARTICLE II**

**Purposes**

Section I: General Purposes:

The General Purposes of this society shall be:

- A. To promote reverence for the Name of the Most Holy Trinity, the Father, the Son and the Holy Spirit and to praise and venerate the Most Holy Name of God.
  
- B. To promote the spiritual welfare of the members of the Parish by encouraging and assisting them to observe the practices of the confraternity of the Most Holy Name of Jesus, namely, the frequent reception of the sacraments, the honoring of the Most Holy Name by an active religious life and by working against all the things which offend the Most Holy Name.
  
- C. To foster the observance of the promises contained in the Holy Name Pledge.
  
- D. To assist members to participate more intimately in the life of the Church.

Section II Specific Purposes:

The specific Purposes of this Society shall be:

- A. To educate the members through lectures and discussion programs in the works of the Lay Apostolate as part of the regular monthly meeting with guest speakers.
- B. To promote and to sponsor an annual retreat for the members of the parish.
- C. To support Parish youth work and Novice members.
- D. To support the Catholic Press. This includes the official Diocesan and National Holy Name publications.
- E. To contribute to the evangelization mission of the Catholic Church.
- F. To encourage the distribution of Catholic literature and work against the display and sale of immoral literature.
- G. To do all other things in the Apostolate of lay action according to the mandate given by the Reverend Bishop.

**ARTICLE III**

**Members**

All members of the Parish are eligible for membership. Members are defined as:

- **“Professed Members”** are men or women above the age of 18 and are Catholics in good standing, defined as “Firm believers in all that the Catholic Church teaches and put those teachings into practice in their daily lives” (reference: Page 19 NAHNS Handbook (*Note\**) (Can. 316 §1)
- **“Novice Members”** are members who have reached the age of reason (about 7 years of age)

***Members are considered “Active” if dues are current and attend either 3 meetings a year or 1 activity. Members that have dues in arrears of 2 years are considered to be in “Inactive” status.***

*Note \*: Can. 316 §1. A person who has publicly rejected the Catholic faith, has defected from ecclesiastical communion, or has been punished by an imposed or declared excommunication cannot be received validly into public associations.*

## **ARTICLE IV**

### **Officers**

#### **Section I - Ex-Officio:**

- A) The Reverend Pastor or his delegate shall hold the office of Spiritual Moderator and shall be the Ex-Officio officer of the Society. The delegate (Spiritual Advisor) shall be a member of the Board appointed by the Ex-Officio.

#### **Section II - Elected Officers:**

- A) The elected officers shall be the President, the Vice-President, the Secretary, the Treasurer, and the Marshal.
- B) Fill any vacancy that may exist among the Elected Officers.

#### **Section III - Appointed Chairpersons:**

- A. Chairpersons of the Spiritual Standing Committees will be appointed by the Board.
- B. Activities Chairpersons are agreed to by the Board and Membership at the general meetings.

#### **Section IV - Board of Advisors:**

- A) The Board of Advisors shall consist of the Past Presidents of the Society.

#### **Section V- Executive Board:**

The Executive Board shall consist of the Ex-Officio (Reverend Pastor), Elected Board Officers, and the Board of Advisors.

## **ARTICLE V**

### **Nominations and Appointments:**

#### **Section I - Nominations:**

- A) The Nominating Committee shall be charged at the regular meeting in the month before the election is to take place. The Spiritual Moderator shall be the Ex Officio member of this committee or his delegate (Spiritual Advisor). The nominating committee shall be chaired by the previous past President and consist of the Board of Advisors.
- B) The Nominating Committee shall select candidates for each office listed in Article IV Section II. Additional nominations may be made from the floor of the general meeting. The candidates must have the approval of the Pastor or his delegate.

#### **Section II - Elections:**

- A) The Executive Board shall decide Election Day.
- B) Each officer shall be elected for a term of two years and shall be eligible for reelection to the same office in successive terms, except the President shall be eligible for no more than two terms.
- C) At the regular monthly meeting designated for the election, the majority of the votes cast shall decide the election.
- D) The Officers-elect, upon confirmation of the Pastor or his delegate (Spiritual Advisor), shall be installed and take office at the last regular monthly meeting of the year.

#### **Section III -Appointments:**

- A) The President, subject to the approval of the Pastor or his delegate (Spiritual Advisor), shall appoint the Chairperson of the Standing Committees.
- B) The Chairperson shall be appointed for a term of two years but shall be eligible for reappointment to the same committee.

## **ARTICLE VII**

### **Duties of the Ex-Officio**

- A) The Reverend Pastor shall be the supreme authority of this society. He shall plan and direct the religious activities and all other actions of the Society shall be subject to his approval. The Reverend Pastor can assign a delegate (Spiritual Advisor) to the board (associate Priest or Deacon).

## ARTICLE VI

### Duties of Elected Officers

#### Section I - President:

The President shall:

- A) Preside at all meetings of the Society and of the Executive Board.
- B) Appoint the Chairperson of the Standing Committees.
- C) Plan the meetings and activities of the Society and hold the Officers and Chairperson responsible for the activities entrusted to them.
- D) Convene a meeting of the Elected Officers once a fiscal year to schedule the events of the Society on the Church calendar.
- E) In conjunction with the Sick and Vigil Committee chairperson upon notification of the death of a member or a member's immediate family, inform the members of the date, time, and location of the viewing/funeral. When possible, arrange for the members to go to the viewing as a group at the same time. The President shall lead the Society in the receiving line, followed by the Vice President, Secretary, Treasurer, Marshal, and all other members present.
- F) Notify the members of the date and time of the regular and Executive Board meetings.
- G) Perform all such other duties as are usually attached to the office of the President.

#### Section II - Vice President:

The Vice President shall:

- A) Be the Chairperson of the Committee to which assigned.
- B) Perform such other duties as are assigned by the President.
- C) Maintain an accurate record of attendance (sign-in sheet) of all members at all meetings of the Society and Executive Board.
- D) Maintain an accurate membership list and current dues status.
- E) As Vice President, when designated by the Secretary, according to *ROBERTS RULES OF ORDER*, shall preside in the absence of the President and shall perform such duties normally devolving upon the office of President.

#### Section III - Secretary:

The Secretary shall:

- A) Keep a record of the proceedings of the Society, and Executive Board meetings and have copies of those records available at both the subsequent regular meetings and Executive Board meetings.
- B) Report of minutes from the previous meeting subject to approval by the membership.
- C) Be responsible for the distribution of copies of the minutes of the regular and Executive Board meetings as well as reports of the Elected Officers and the Committee Chairperson.



Section III – Secretary (continued):

- D) Conduct the correspondence of the Society.
- E) Receive and file the reports of all the Committee Chairperson.
- F) Co-Sign all documents and papers of the Society.

Section IV - Treasurer:

The Treasurer shall:

- A) Collect all annual contributions and all other monies of the Society and deposit the same in an authorized depository.
- B) Pay all the obligations of the Society after the Board has authorized them.
- C) Keep vouchers for all disbursements.
- D) Keep a record of all monies received and disbursed.
- E) Present a report of the financial condition of the Society at all meetings of the Society and Executive Board.
- F) Be the Chairperson of the committee to which assigned.

Section V - Marshal:

The Marshal shall:

- A) Maintain order at all its meetings.
- B) Keep under his custody all supplies of the Society and distribute them to the proper officers upon their request.
- C) Setup all meetings of the Society and the Executive Board with a U.S. Flag, the Holy Name Society banner, and all other attire which the Elected Officers request.
- D) Conduct a 50/50 raffle after all meetings of the Society.
- G) Be the Chairperson of the committee to which he has been assigned.

## **ARTICLE VIII**

### **Duties of the Executive and Advisory Boards**

#### **Section I - Executive Board:**

The Executive Board shall:

- A) Convene for the following purposes and by a majority vote of the members present, decide all matters coming before it. All members present at an Executive Board meeting shall consist of a quorum.

#### **Section II -Advisory Board:**

- A) Advise the officers on all matters affecting the policy of the Society.
- B) Convene for the purpose of proposed needed changes to the Society -By-Laws

## **ARTICLE IX**

### **Meetings**

#### **Section I - Regular Meetings:**

- A) The regular meetings of the Society shall be held on the third Sunday of each month. At the discretion of the Board, meetings may be omitted during the months of June, July, and August.
- B) Elections of Board Officers shall occur during the final membership meeting of the year to fill the 2-year terms of the Board Members.

#### **Section II - Executive Board Meetings:**

- A) The Executive Board shall meet as required.

#### **Section III - Special Meetings:**

- A) Special meetings of the Executive Board and the Society shall be held upon the call of the President or Ex-Officio.

## **ARTICLE X**

### **Finances**

#### **Section I - Fiscal Year:**

- A) Fiscal Year of this Society shall be from July 1 to June 30.

#### **Section II - Dues:**

- A) Annual membership dues in the amount determined by the Board will be collected at the start of the fiscal year.

#### **Section III - Bank Account:**

This Society shall have one bank account with two sub accounts to be used as follows:

- A) The Regular Account will be funded by the collection of membership dues, 50/50 raffles at the regular meetings, and donations received from the membership for refreshments at the regular meetings. Disbursements from this account will be used to cover the costs of the Executive Board Meetings, the regular meetings, and any costs related to advertising or correspondences.
- B) The Charities Account will be funded by all other events run by the Society during the fiscal year. A Charities Committee, the Elected Officers, and the Ex-Officio will meet as required to review all written requests for donations to worthwhile causes. The Secretary will inform the Executive Board of these recommendations. The only other disbursements from this account will be used to cover the direct costs of the income-generating event.
- C) Additional sub accounts can be added if voted on by membership.
- D) Checks only can be signed by either the President or Treasurer

#### **Section IV - Spending Limits:**

- A) This Society has established the following spending limits:
- 1) The Ex-Officio and any Elected Officer may spend up to \$249.99.
  - 2) Any 2 members of the Elected Officers or any member of the Elected Officers and the Ex-Officio may spend from \$250.00 to \$499.99.
  - 3) This Society's Elected Officers and the general membership must approve any expenditure over \$499.99.
  - 4) Membership approved expenditures are exempt from limits.

## **ARTICLE XI**

### **Affiliation**

**None at this time (Future).**

## **ARTICLE XII**

### **Quorum**

The members of the Society in attendance at any meeting shall constitute a quorum for the transaction of any Society matters.

## **ARTICLE XIII**

### **Amendments**

- A) No amendments shall be made to these by-laws except at a regular meeting of the Society and passed by a three-fourths vote of the members present.
- BJ No amendment shall be made unless a formal notice of the proposed amendment, approved by the Pastor or his delegate, has been presented the previous regular meeting of the Society.
- C) No amendment shall be made to these by-laws that shall conflict with the Constitution of the National Holy Name Society.

## **ARTICLE XIV**

### **Parliamentary Authority**

The parliamentary rules of procedure set forth in *ROBERT'S RULES OF ORDER, NEWLY REVISED*, shall regulate and govern the procedures and discussions in all matters not specifically covered in the By-Laws of the Saint Charles Borromeo Holy Name Society, by present rules and by any other special rules which the Executive Board or regular meeting may accept.

## **ARTICLE XV**

### **Committees**

Committees are the vehicle through which many of the initiatives and functions of the Society are carried out. Society committees fall into two categories:

- Standing Committees (Permanent) – are those committees that are a permanent part of the organization. If one of the standing committees did not exist, the organization would suffer greatly and likely cease to fulfill its overall mission. (*Ref.: HNS National Officers Handbook*)

The Standing Committees of the Society are:

- Religious and Spiritual Renewal - The primary objectives of this Committee are to promote respect and devotion for the name of God and Our Divine Savior and the sanctification and holiness of its members. The Vice President is the appointed de facto chair of the Religious and Spiritual Renewal Standing Committee.
  - Membership – The primary aims of this Committee are to keep the present membership active, and to secure new members for the Society. The Secretary or Treasurer may be the appointed de facto chair of the Membership Standing Committee.
- Special Committees (Temporary) - are formed as needed to address the changing needs, initiatives, priorities, projects and activities of the organization. Special committees support the objectives of the Standing Committees, as well as providing for fraternal and social activities of the Society.

A listing of Special Committees, including the duties and responsibilities of committee chairpersons is included in the Appendix A of these By Laws.

## **Appendix A**

### **Committees**

A) Special Committees in support of the Religious and Spiritual Renewal Standing Committee:

- 1) Charities (proposed)
- 2) Christmas Raffle
- 3) Retreat
- 4) Respect Life
- 5) Sick & Vigil
- 6) Loaves & Fishes

B) Special Committees in support of the Membership Standing Committee.

- 1) Membership (Proposed)
- 2) Pancake Breakfast
- 3) Youth Activities/Novice Members (Proposed)
- 4) Bowling
- 5) Sports Night
- 6) Tours & Pilgrimages (Proposed)
- 7) Parish Members Social Night (Proposed)

### **Duties of the Committee Chairpersons**

#### **Section I - General:**

- A) The Chairpersons of the Standing Committees shall appoint Chairpersons of their respective Special Committees. They shall oversee the work entrusted to the Special Committees, provide logistical support for them and present a report of their activities at the meetings of the Executive Board. The appointed Elected Officers may also serve as Chairperson or members of a Special Committee.
- B) The Chairpersons of Special Committees shall provide reports of the activities of their respective committees at the regular meetings of the membership.

**Appendix A**  
**Committees**

**Section II – Duties of Special Committee Chairpersons Related to Religious and Spiritual Renewal Standing Committee**

**Section A1 – Charities** (Proposed)

The Charities Chairperson shall:

- A) Be available to meet with the Elected Officers and the Ex-Officio at each Executive Board meeting to review any written requests for donations.
- B) Report any approved requests by the Charities Committee to the Executive Board for Board approval.
- C) Request any notices for the Parish Bulletin to the Parish office and notify the President.
- D) Request from the Treasurer payment for any approved donation.
- E) Keep an accurate file of all correspondence for requests and approved donations.

**Section A2- Christmas Raffle:**

The Christmas Raffle Chairperson shall:

- A) Establish the number and amount of the prizes and the price of each ticket.
- B) Determine the date of the Raffle.
- D) Obtain the necessary licenses required for the Raffle. DJ Have the Raffle tickets printed and distributed. Establish the dates for selling Raffle tickets and obtain the necessary volunteer ticket sellers. Request any notices for the Parish Bulletin to the Parish office and notify the President.
- E) File a complete report within 30 days after the completion of the Raffle.
- F) Publicly commend civic officials and organizations when they act to promote the dignity of mankind.

**Section A3 Retreat:**

The Retreat Chairperson shall:

- A) Promote and arrange an annual retreat for the men of the Parish.
- B) Request any notices for the Parish Bulletin to the Parish office and notify the President.

**Section A4 - Respect Life:**

The Respect Life Chairperson shall:

- A) Keep the members of the Society informed as to the latest Legislative changes in the Federal, State, and Local Governments.
- B) If deemed necessary, request the member of the Society to write to the Federal, State, and Local officials expressing concern or support of proposed new regulations or changes to existing regulations.
- C) Coordinate with the Parish and Diocese Respect Life Ministries for the annual March in Washington, D.C. in January and any other important meetings concerning Right To Life.

**Section A5 - Sick and Vigil:**

The Sick and Vigil Chairperson shall:

- A) Promote the attendance of the members at the vigils for deceased members.
- B) Supply active or honorary pallbearers for the funerals of deceased members.
- C) Arrange for a gift to be sent to a sick member of the Society as requested.
- D) Arrange to have an announced Mass offered for a deceased member or member's immediate family.
- E) Arrange with the Rectory or appropriate Parish Ministry to be informed of the death of a member.
- F) Inform the President of the death of a member or member's immediate family.



## **Section A6 – Loaves & Fishes**

The Loaves & Fishes Committee manages St. Charles Borromeo's annual Loaves & Fishes dinner held at St. Mary's Cathedral, Trenton, NJ.

Primary responsibilities include:

- A) Confirm Loaves & Fishes date (second to last Saturday of September) and number of guests with Loaves & Fishes organization in Trenton.
- B) Recruit Holy Name Society members to manage Volunteers, Food Purchases, Transportation, Dinner Preparation, and Distribution (Hall Management).
- C) Coordinate with Parish Office to establish budget for food and transportation and facilitate vendor expense reimbursement.
- D) Publish Loaves & Fishes pre-event notices in Parish Bulletin to recruit volunteers, and Loaves & Fishes post-event report for parishioners.
- E) Conduct parish volunteer sign-ups, manage food delivery and storage, and pre-event food preparation (bag lunches).
- F) Manage parish Loaves & Fishes trip to St. Mary's Cathedral including volunteer transportation, food service and clean-up.

## Appendix A

### Committees

#### Section III – Duties of Special Committee Chairpersons Related to Membership Standing Committee

##### Section B1- Membership: (Proposed)

The Membership Chairperson shall:

- A) Conduct the membership recruiting of the Society.
- B) Promote the attendance of members at the activities of the Society.
- C) Keep a record of all members and their attendance at the meetings.
- D) Keep a record of all members and their dues.
- E) Provide the Secretary's report of the general meetings of the Society to the Outreach Core Community.

##### Section B2 - Pancake Breakfasts:

The Pancake Breakfasts Chairperson shall:

- A) Select the food and beverage to be served.
- B) Get the necessary volunteers to assist the preparation, serving, and cleanup of the breakfast.
- C) Determine the price of the event and have volunteers for selling tickets.
- D) Request any notices for the Parish Bulletin to the Parish office and notify the President.
- E) File a complete report within 30 days after the completion of the event.

##### Section B3 - Youth Activities/Novice Members (Proposed)

**Appendix A**  
**Committees**

**Section B4 - Bowling:**

The Bowling Committee Chairperson shall:

- A) Establish the number of teams who will participate in the league.
- B) Find an acceptable bowling alley and negotiate the prices and an acceptable contract with the alley.
- C) Have an election for the Officers of the league.
- D) Request any notices for the Parish Bulletin to the Parish office and notify the President.
- E) Set up the proper record keeping for the scores of each bowler on each team and a system for collecting monies and paying bills.
- F) Establish a date and location for the Annual Bowling Banquet and the prizes to be given out at the banquet.
- G) File a complete report within 30 days after the close of the season.

**Section B5- Sports Night:**

The Sports Night Chairperson shall:

- A) Determine the events, the transportation to and from the events, and the cost per person for the events.
- B) Establish the dates and recruit the necessary volunteers.
- C) Request any notices for the Parish Bulletin to the Parish office and notify the President.
- D) File a complete report within 30 days after the completion of each event.

**Section B6- Tours and Pilgrimages:** (Proposed)

- A) Determine the events, the transportation to and from the events, and the cost per person for the events.
- B) Establish the dates and recruit the necessary volunteers.
- C) Request any notices for the Parish Bulletin to the Parish office and notify the President.
- D) File a complete report within 30 days after the completion of each event.

**Section B7- Parish Members Social Night (Proposed)**

- A) Determine the theme for the event, and the cost per person or couple for the event.
- B) Organize food/beverages for the event.
- C) Establish the dates and recruit the necessary volunteers.
- D) Request any notices for the Parish Bulletin to the Parish office and notify the President.
- E) File a complete report within 30 days after the completion of each event.

**St. Charles Borromeo Holy Name Society**

**Advisory Committee Members**

**Approval Signatures:**

**John Loftus - President** \_\_\_\_\_

**Ed Martino – Vice President** \_\_\_\_\_

**Bill Eisenmann – Treasurer** \_\_\_\_\_

**Paul Schlett – Secretary** \_\_\_\_\_

**Dan Courtenay – Marshall** \_\_\_\_\_

**Jim Bristow – Past President** \_\_\_\_\_

**Bob Wissmann – Past President** \_\_\_\_\_

**Doug Hebert - Past President** \_\_\_\_\_

**Frank Dolan – Senior Member** \_\_\_\_\_

**Dennis Palladino – Past President** \_\_\_\_\_

**Joe Mariani – Past President** \_\_\_\_\_

**Rev. Daniel Kirk – Ex-Officio** \_\_\_\_\_